King, Valerie A.

From:	Schuster, Dave
Sent:	Monday, January 27, 2003 11:41 AM
To:	Nixon, Gerry M.; Van Malssen, Mark A.; King, Valerie A.; Koller, Debbie; Zhang, Mingda (R&D); Lau, Raymond W.; Smith, Rufus M (Skip)
Cc:	Podraza, Ken F.
Subject:	New WSA Master Schedules

I have completed converting the old master schedules using "inserted projects" to the new "single master file" for each WSA master schdule. These files are now located in the WSA Group Folder called WSA New Master Schedules 1-27-03. The old master schedules have been archived to CDs plus I have a hard copy of the last version that we completed prior to conversion to the new format.

As agreed upon, I will keep a hard copy of everyone's weekly updated schedule with your annotations/changes along with a hard copy of the revised schedule. At the end of each week, you can go to the WSA folder and view the revised weekly schedule. Please let Gerry know if you do not have access to the WSA Group Folder. As mentioned in my note to you when I handed out the schedules last Friday, please do a thorough review of the entire schedule. This is your big chance to make these schedules as correct/accurate as possible going into 2003. Just so you know, I plan to baseline all schedules after this week. Please do not forget the deadline is close of business Tuesday to get your hard copy changes back to me--sooner is good also.

Dave

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